

COMMONWEALTH OF PENNSYLVANIA  
DEPARTMENT OF PUBLIC INSTRUCTION

# How to Organize a Small School Library



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## HOW TO ORGANIZE A SMALL SCHOOL LIBRARY

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### Preparation of Shelving

There should be enough shelving to accommodate all the books belonging to the library and to allow for growth. See plan for standard shelving in the library manuals. This type of shelving is so simple of construction that any carpenter or pupils in the woodworking department can build the necessary shelving at minimum cost.

### Assembling Books

All books belonging to the school except texts and supplementary sets should be collected and shelved in the library room. Library books kept in classrooms are lost to the rest of the school.

### Supplies

Standardized library supplies should be used. For a library of 1,000 volumes the following supplies are needed:

	Approx. Cost.
Accession book—loose leaf, 2,000 line including cover	\$2.50
1,000 Book cards. Light weight. Index Bristol—"date due"	2.55
1,000 catalog cards. Light weight	3.80
1,000 Gummed paper labels	.45
1,000 Pocket date slips "date due" $\frac{3}{8}$	3.50
1 Bottle Higgins engrossing ink	.25
1 Poster—How to find a book	.45
1 Set charging tray guide cards	.35
1 Library dater	.40
1 Stamp pad	.35
1 Charging tray	2.10

Paste, paste brushes, cheesecloth for paste rags

These supplies may be ordered from the following supply firms:

Gaylord Brothers, Syracuse, New York  
Library Bureau, 380 Broadway, New York City  
Democrat Printing Company, Madison, Wisconsin

Catalogs will be sent-upon request.

### Sorting Books Into Groups

#### 1. Books to be discarded.

Include out-of-date books, those too soiled or worn, all books that are of no value for reference. Final disposition should be made of all discards.

Books of doubtful usefulness should be removed from the shelves. They may be boxed and stored if they cannot be sold. They should not be given away.

## 2. Books to be rebound.

A rebound book usually outlasts a new book and the cost of rebinding is about half the cost of a new book. Books to be rebound should be neatly packed in a wooden box after a typed list of the books has been made. The box should be sent to the nearest good book bindery. It is well to consult the librarian of the nearest normal school or public library for addresses of reliable book binders.

## 3. Books to be mended.

Early and careful mending greatly prolongs the usefulness of the book. Send for catalogs of Library Supply houses and select mending materials. See directions for mending books in *School Library Management* by Martha Wilson, published by the H. W. Wilson Company, 958 University Avenue, New York City. Price \$1.25.

## 4. Books in good condition and known usefulness.

### Mechanical Preparation of New Books

1. Remove old labels by placing small squares of wet blotting paper over labels.
2. Paste fresh label. Use marker in order to have labels uniform height from bottom.
3. Paste combination pocket and date slip on back of cover.
4. Paste book plate on front cover or mark ownership with rubber stamp.

### Classification

Use modified Dewey Decimal classification table in Library Manual for High Schools.

### Accessioning

Loose-leaf accession books are best. For very small school where type-writer is not available buy 1,000 line board cover accession book. Follow directions given in the Accession book.

### Writing Books Cards

First line: Author's surname.

Second line: Brief title. Omit initial articles.

Upper right hand corner above author's surname: Class number.

Upper left hand corner: Accession number.

Class and accession number should appear in same position on the book pocket. This is an aid in slipping books.

### Marking

Use India ink and ball pointed pen. Figures should be plain conventional print of uniform size. Avoid shading. See Library hand card" page 89 in "School Library Management."

## Varnishing

After marking is dry the label is lightly coated with thin white shellac, to prevent peeling off, or the entire back may be coated. Varnishing the covers of books prolongs their life and attractiveness.

## Charging System

The essentials for a card charging system are:

Book pocket.

Book card.

Dating slip—A combination dating slip and book pocket is recommended.

Charging tray with date guides.

## Shelf Listing

A shelf list is a card list of books in the library, the cards being arranged as the books are arranged on the shelves. See directions for shelf listing, page 70 in *School Library Manual*.

## Cataloging

This is technical work and should not be undertaken without study of cataloging methods and definite instruction. It is usually a waste of time and money for the untrained person to attempt to make a catalog. For the small library the shelf list will suffice. The *Library Manual* may be used as a substitute for a card catalogue by checking the titles in the library.

Note: Free reference has been made in this bulletin to practical suggestions in *School Library Management* by Martha Wilson.